



SPECIAL EVENT APPLICATION

Event Name: _____

Event Date: _____ Start/End Times: _____

Event Description: _____

APPLICANT

Organization or Applicant Name: _____

Event Planner/Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

Email Address: _____

Organization and/or Event Website: _____

Does your business or organization have a Business and/or Sales Tax License from the Town of Firestone?

☐ No ☐ Yes

Sales Tax License #: _____

Contact on-call During Event: _____ Cell: _____

EVENT LOCATION REQUEST

The applicant requests use of the following Town of Firestone park or facility:

Location of Event: _____

☐ Firestone Regional Sports Complex

☐ Prairie Ridge Park

☐ Firestone Trail

☐ Miners Park

☐ Harney Park

☐ Sagebrush Park

☐ Hart Park

☐ Settlers Park

☐ Other _____

Applicant must submit an event site plan to this application that shows the layout of the event as close to scale as possible. Maps of Town parks can be found online at www.FirestoneCO.gov/specialevent. Hand drawn maps are not recommended but must be legible if used.

With your park rental, the following items are included. Any additional items will be at the expense of the event holder.

- Use of existing park trash cans. Event holder must supply staff to empty the garbage cans and dumpster rented by the event holder. Additional trash cans may be rented from a company and will be at the event holders cost.
- Use of Town picnic tables, if applicable.
- Use of Town restrooms, if applicable. Town restrooms will be maintained and cleaned by Town staff. Additional portable restroom units, if required, are the event holders' costs and will not be maintained by Town staff.

- Use of electrical outlets, if applicable. Any needed power boxes or cords must be rented through a rental company and will be the expense of the event holder.

☐ Event holder requests the Town of Firestone to turn off park sprinkler system for this event.

☐ Event holder requests 10 p.m. curfew extension. ☐ **Approved** ☐ **Not Approved**

- The curfew for all Town parks is 10 p.m. Your event must be over and your support staff cleared from the park by 10 p.m. unless an exemption has been requested and approved. Crowds spilling over from parks cannot block access to public streets that have not been closed by this event permit.

Park Rules:

- No glass
- No alcohol
- No fighting
- No firearms
- No littering
- No structures
- Noise ordinance enforced
- Keep bicycles off the grass
- Vehicles permitted in designated areas only
- No fires. Only gas barbeque stoves are permitted.
- Animals must be kept on a leash at all times and picked up after

EVENT DETAILS

What time will set up for the event begin? _____ What time will tear down be complete? _____

Number of event/volunteer staff: _____ Number of attendees expected: _____

Parking spaces recommended (total attendance divided by 3): _____

COMMUNITY/NEIGHBORHOOD NOTICE

Please outline your plan for notifying the community, neighborhoods and media for your event.

Neighborhood Notice Delivery: Date: _____ Method of Delivery: _____ Mail _____ Door to Door

EVENT LOGISTICS

For all YES responses, please submit the corresponding forms listed

REQUIRED FORMS AND SUBMISSIONS

All applications must sign the Special Event Rules & Regulations

All applications must submit Site Plan with required information

All applications must submit a Certificate of Insurance listing the
Town of Firestone as Additionally Insured

All applications must submit appropriate fees made payable to the Town of Firestone

All applications must submit Sanitation and Waste Management Plan

All applications must submit Emergency Services Plan

FORM 3

Site Plan

Certificate of Insurance

Application fee

FORM 4

FORM 5

ADDITIONAL INFORMATION AND FORMS

Is this event public or private?

Is there a fee to participate in your event?

Will your event include a parade or race?

Will your event require street closures?

Will your event use tents/canopies/electricity/stage?

Will there be any amusement equipment? (climbing wall, bounce house, etc.)

Will your event include food or retail vendor sales?

Will amplified sound be used during the event?

Will your event require security/police officer patrol?

Will signage be used as part of the event?

Will alcohol be served?

Will your event include fireworks, open fires or hazardous materials?

☐ Public ☐ Private

☐ No ☐ Yes

☐ No ☐ Yes FORM 6

☐ No ☐ Yes FORM 7A

☐ No ☐ Yes FORM 8

☐ No ☐ Yes FORM 8

☐ No ☐ Yes FORM 9

☐ No ☐ Yes FORM 9

☐ No ☐ Yes FORM 10

☐ No ☐ Yes FORM 11

☐ No ☐ Yes FORM 12

☐ No ☐ Yes FORM 13

APPLICATION FEES

The Town of Firestone charges the following Special Event Application fees. In addition, supporting agencies that are part of the review process may have additional applicable fees. Not all fees may be applicable to your event. All fees should be submitted at the time of application. Please make checks payable to the Town of Firestone. Credit card payments are not accepted for more than \$250.

- **Special Event Application Review Fee:** \$100, nonrefundable
- **Rush Processing Fee:** \$100, nonrefundable. This fee will be added to the application fee if the proper paperwork is not submitted 60 days in advance of the event. This does not guarantee that certain permits can be processed in time, such as Special Event Liquor License.
- **Parade Permit Fee:** \$50. Refundable if your application is not approved.
- **Park Usage Rental Fee:** \$200 per day. This includes all shelters at the park, picnic tables, existing trash containers and restrooms, but not exclusivity of the park. Event holder must supply staff to empty the garbage cans and remove to dumpster as part of Sanitation and Waste Management Plan. Refundable if your application is not approved.
- **Trail Usage Rental Fee:** \$150 per day. Refundable if your application is not approved.
- **Temporary Street Closure:** \$25, nonrefundable
- **Special Event Liquor License:** \$25 special event liquor license fee, nonrefundable. If you would like to sell or serve alcoholic beverages to attendees of your event, you must apply for a Special Event Liquor License and process this with the Town Clerk.

SIGNATURE

By signing this application, I agree that I have read and under the conditions of the Special Events Application from the Town of Firestone. I understand that I must respond in a timely manner to requests for additional information and be available to meet with staff regarding any questions surrounding my special event request. Failure to do any of these things or to meet any other requirements set forth by Town staff may result in the delay of approval or the denial of this application. I acknowledge that the information contained in this application is true, correct and complete to the best of my knowledge.

Applicant Signature: _____ Date: _____

TOWN OF FIRESTONE USE ONLY

Permit/Request Reviewed By: _____ Department: _____
Edits: _____ Approved ☐ Denied ☐ Date: _____

FOR TOWN OF FIRESTONE USE ONLY

Application Fee Required: ____ Yes ____ No

Total Fees: _____

Additional Fees Required: ____ Rush Processing

Check # _____ Cash _____ Credit Card _____

____ Parade Permit ____ Park Usage

Notes: _____

____ Trail Usage ____ Park Usage

____ Temporary Street Closure ____ Special Event Liquor